

Performance Work Statement

U.S. Environmental Protection Agency (EPA)

National Superfund Radiation Training Conference

INTRODUCTION

The hotel shall provide lodging and meeting space in Las Vegas, Nevada, for five days. There are two dates that may be proposed: the week of Jan 26-30, 2004, or the week of Feb 2-6, 2004. Hotels may bid on either or both of these dates. No other proposed dates will be accepted other than the window specified above. Only one week will be selected. EPA will do a Best Value Judgement. The agenda for the event will be provided to the selected facility.

SPECIFICATIONS AND OTHER CONSIDERATIONS:

The bidder will include information on how your hotel will meet all the requirements listed below. The hotel shall provide the following:

Sleeping Room Capacity:

The hotel shall make available 240 sleeping room nights with a maximum of 55 rooms per peak night. All rooms must be at the government- per diem rate or less. Up to 25 of these room nights will be purchased under this procurement. The remainder will be paid by individual guests. All reservations will be made by individual call-in and guaranteed with a credit card. The hotel shall have available for reservations, at least 2 sleeping rooms, including bathrooms, that are wheelchair accessible. Government per diem rate for Las Vegas is currently \$79 per night. Rates must be made available for three days prior and after room block for those that chose to extend stay.

Room Block

Day	Date	Number of Rooms
Sunday	Jan 26 or Feb 2, 2004	25
Monday	Jan 27 or Feb 3, 2004	55
Tuesday	Jan 28 or Feb 4, 2004	55
Wednesday	Jan 29 or Feb 5, 2004	55
Thursday	Jan 30 or Feb 6, 2004	45
Friday	Jan 31 or Feb 7, 2004	3

Meeting Room and Audio Visual Requirements:

Monday, 12:00-5:00 pm

Conference Room

Room set-up: U shape for 50, with additional Gallery seating for 20

Registration table and two chairs outside conference room

Audio visual needs: 2 flip charts, screen package, T-1 or similar Internet Access, LCD Projector,
audio needs to include 3 table top microphones and 1 lavalier microphone

Break-out Room

Room set-up: U shape for 25,

Audio visual needs: 1 flip chart,

AM/PM Refreshments in Conference Room

Tuesday, 7:30am - 5:00 pm

Conference Room

Room set-up: U shape for 50, with additional Gallery seating for 20

Registration table and two chairs outside conference room

Audio visual needs: 2 flip charts, screen package, T-1 or similar Internet Access, LCD Projector,
audio needs to include 3 table top microphones and 1 lavalier microphone

Break-out Room

Room set-up: U shape for 25,

Audio visual needs: 1 flip chart,

AM/PM Refreshments in Conference Room

Wednesday, Tuesday, 7:30am - 5:00 pm

Conference Room

Room set-up: U shape for 50, with additional Gallery seating for 20

Registration table and two chairs outside conference room

Audio visual needs: 2 flip charts, screen package, T-1 or similar Internet Access, LCD Projector,
audio needs to include 3 table top microphones and 1 lavalier microphone

Break-out Room

Room set-up: U shape for 25,

Audio visual needs: 1 flip chart,

AM/PM Refreshments in Conference Room

Thursday, Tuesday, 7:30am - 5:00 pm

Conference Room

Room set-up: U shape for 50, with additional Gallery seating for 20

Registration table and two chairs outside conference room

Audio visual needs: 2 flip charts, screen package, T-1 or similar Internet Access, ILCD Projector,
audio needs to include 3 table top microphones and 1 lavalier microphone

Break-out Room

Room set-up: U shape for 25,

Audio visual needs: 1 flip chart,

AM/PM Refreshments in Conference Room

Audiovisual Requirements:

A complete list of available audiovisual equipment identified above with prices should accompany the Bid for costing purposes.

Food and Beverage:

The hotel shall provide morning, mid morning, and afternoon break refreshments each day.

Other Considerations:

Proposals must address the following Other Considerations:

ADA accessible lodging at facility

ADA accessible meeting space

No columns, or other obstructions in the meeting space

Restaurants and other attractions nearby

Other noisy/disrupting events scheduled at same facility

No construction, remodeling or other distractions during event

Facility dedication to supporting EPA event (indicate any other, larger events that may compete for priority)

Identify the closest airport, distance to that airport, and shuttle availability

Provide maps of hotel to and from airport and map of local area

Provide Web Address of hotel

No liquidated damages clauses will be accepted

Any Fees or Charges such as Resort Fees, Energy Fees, Box Fees must be identified in proposals

The Federal Government is Tax Exempt.

Offerors must be listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administrations Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Acts of God

It is understood that any agreement for this event may be affected by acts of war, or in response to or preparation against acts of terrorism or nationally significant emergency. If the Government (USEPA) requires postponement of this event, Agency intent will be to reschedule at a time agreeable to EPA and Bidder.

Either party may cancel subsequent agreement for this event without liability as a result of acts of God over which neither party has control—war (here or abroad); government regulation or other governmental action of any kind; civil disorder; fire, accidents or other casualty; disasters; strikes, lockouts, or labor disputes including those not employed by the parties; terrorism; threats of terrorism, environmental disaster; earthquake; hurricane; inability to obtain labor, materials, food, fuel, electricity, general operational services or reasonable substitutes; curtailment or unavailability of transportation facilities consistent with those at time of the Agreement; any other civil or governmental emergency; in the event, for whatever reason(s) that fifty percent or more of the attendees are prevented or unreasonably delayed from attending the event in the specified time period; or any other cause or reason beyond the control of either party that would it inadvisable, illegal or impossible for the Hotel to provide the facilities and services as stated in the Agreement.

The inability of attendees to arrive at the site as preplanned as a result of delays or cancellations shall also be considered an act of God. Any deposits made shall be refunded to the party who made the deposit; time is of the essence.

It is provided that the resulting agreement for this event may be terminated, without penalty, for any one or more of such reasons listed above by written notice from one party to the other. Impossibility of performance shall mean the inability to conduct the program as originally agreed for full performance. All parties may, however agree to go forward on such terms and conditions that may be negotiated.

Where to Send Bids/Proposals

Email bids will be accepted, bids shipped via commercial carrier such as Federal Express or UPS will be accepted, mail sent to EPA via US Postal Service is subject to delays because of security screening; please note the different addressing requirements. Questions relating to this Procurement shall be directed to primarily Matt Raible, however, questions submitted on Wednesday, October 15, 2003, must be directed to medlin.richard@epa.gov. **Questions to this RFQ are due by 4:00 P.M. (EST), Wednesday, October 15, 2003. Electronic bids are recommended.** Dates are not flexible. **RFQ's will be accepted until 5 pm (EST), October 22, 2003. EPA will make a Best Value Judgement based on bid and information collected.** Bids may be sent to Matt Raible.

By Email: Raible.matthew@epa.gov

Or by overnight commercial carrier to: Matt Raible-MC3805R
US Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

Or by US Mail to: Matt Raible-MC3805R
US Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

***Note:** All mail sent to EPA via US Postal Service is irradiated prior to delivery; anticipate 2-3 weeks for delivery and damage similar to exposure to high heat.*

Questions and Quotes may be directed to:
Matt Raible

Email: raible.matthew@epa.gov
Fax: 202-565-2557